

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**AUTOMOTIVE BODY REPAIRER**

**JOB DESCRIPTION**

Employees in this job repair and refinish damaged bodies and body parts of state owned or leased motorized vehicles, such as automobiles, buses, light trucks, and vans according to repair manuals, using hand tools and power tools.

There are three classifications in this job.

**Position Code Title – Automotive Body Repairer-E**

Automotive Body Repairer 8

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing a range of automotive body repair and refinish assignments under general observation of a journey or supervisory level employee.

Automotive Body Repairer E9

This is the journey level. The employee performs a full range of automotive repair or refinishing assignments using independent judgment to make decisions requiring the application of procedures and practices to specific work situations.

**Position Code Title – Automotive Body Repairer-A**

Automotive Body Repairer 10

This is the advanced level. The employee functions as a crew leader, overseeing the work of lower-level Automotive Body Repairers or prisoner crews, and performs journey-level assignments.

**NOTE:** Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Examines damaged vehicles and prepares cost estimates on damages and repairs.

Requisitions supplies and parts; maintains records related to the work.

Replaces, repairs, and bumps out damaged bodies and parts of automotive vehicles.

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Aligns bodies, doors, and frames.

Fills dents with body plastic.

Prepares and paints auto bodies.

Fits and installs glass in windshields, doors, and windows.

Repairs and/or installs body upholstery accessories and equipment.

Checks for and repairs water and dust leaks.

Welds and brazes auto bodies.

May assist in training lower-level workers in auto body repair techniques.

Performs related work as assigned.

### **Additional Job Duties**

#### **Automotive Body Repairer 10 (Crew Leader)**

Provides instruction and training in the proper methods and processes necessary to perform the work.

Lays out, assigns, and inspects the work of skilled Automotive Body Repairers; performs complex auto body repair.

Prepares cost and material estimates.

Keeps records and prepares reports of work and time involved.

Makes certain that equipment is properly serviced; keeps records; and makes reports on the condition of tools, equipment and supplies.

Requisitions tools, equipment, and repair materials used in the work.

Works with insurance claims adjusters regarding accidents.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

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Knowledge of the standard practices, processes, materials, tools, and equipment used in repairing and refinishing automotive bodies.

Knowledge of the occupational hazards and safety precautions of the trade.

Knowledge of the overall construction of motor vehicles.

Ability to use necessary hand tools and shop machines.

Ability to use and maintain paint spraying equipment.

Ability to use welding equipment.

Ability to fit and install glass.

Ability to communicate effectively.

### **Additional Knowledge, Skills, and Abilities**

#### **Automotive Body Repairer 12 (Crew Leader)**

Ability to provide training and explain instructions and guidelines to others effectively.

Ability to organize and coordinate the work of the unit.

Ability to determine priorities and make work assignments.

### **Working Conditions**

Some jobs require an employee to work outdoors as well as in an office or a laboratory.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require an employee to work where there is a significant chance of injury.

### **Physical Requirements**

The job duties require an employee to move heavy objects.

The job duties require an employee to bend or reach for extended periods.

The job duties require an employee to bend or stoop in confined spaces.

### **Education**

Educational level typically acquired through completion of high school.

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**Experience**

**Automotive Body Repairer 8**

Two years of experience assisting skilled trades people in the repair and refinishing of the bodies of motorized vehicles.

**Automotive Body Repairer E9**

Four years of experience in the automotive body repair trade equivalent to an Automotive Body Repairer, including two years of equivalent to an Automotive Body Repairer 8.

**Automotive Body Repairer 10**

Five years of experience in the automotive body repair trade equivalent to an Automotive Body Repairer, including one year equivalent Automotive Body Repairer E9.

**Alternate Education and Experience**

**Automotive Body Repairer 8**

Completion of a recognized vocational training program in automotive body repair may be substituted for the experience requirement.

**Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

AUTBODRPR

**Job Code Description**

Automotive Body Repairer

**Position Title**

Automotive Body Repairer-E

Automotive Body Repairer-A

**Position Code**

AUTORPRE

AUTORPRA

**Pay Schedule**

A31-009

A31-012